

**CLASS TITLE: EXTERNAL EQUAL OPPORTUNITY
COMPLIANCE OFFICER**

**Class Code: 02731200
Pay Grade: 23A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within state government, to assist in programs to assure external equal opportunity compliance in all aspects of state and federal programs; to assist in preparation of an annual external Affirmative Action Plan in behalf of the assigned department; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed for results attained and for conformance to laws, rules and regulations.

SUPERVISION EXERCISED: As required, may supervise and review the work of professional and clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within state departments, to assist in a program designed to assure equal opportunity in all aspects of the Department's state and federal programs.

To conduct investigations of purported disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs), and Women Business Enterprises (WBEs), based on third party complaints and requests from the United States Department of Transportation; to conduct reviews of DBE, MBE and WBE applications for certification; to conduct basic financial reviews of payroll records, cash disbursement journals, etc., of contractors; to prepare written technical reports assimilating and analyzing data and to draw appropriate conclusions; to prepare monthly written reports for the compliance section supervisor stating accomplishments to date, identified problems and recommended solutions; to monitor field construction projects of Disadvantaged Business Enterprises, Minority Business Enterprises, and Women Business Enterprises to determine their participation on field projects; to conduct and participate in fact finding proceedings and prepare recommendations based in the review of facts findings; to participate in show cause hearings and prepare reports and supply documentation for these hearings; to be responsible for using and maintaining photographic equipment in field service; to assist in the preparation of quarterly and annual compliance reports; to assist in the preparation of reports submitted to the United States Department of Transportation and related state entities; to investigate complaints filed by the Department of Transportation employees concerning violations with United State Department of Transportation (USDOT) regulations and/or state policies and procedures.

To assist in preparation of an annual external Affirmative Action Plan for their respective Department, detailing the steps to be taken to assure equal opportunity compliance.

To recruit women and minority applicants for available job openings and to establish contact with women's and minority groups in order to understand the problems facing them in regard to employment.

To provide counseling for trainees or applicants who believe they have been discriminated against because of race, color, religion, sex, age, national origin or physical or mental handicap and to investigate those complaints.

To be responsible for following federal and state legislation and interpreting their provisions concerning equal opportunity programs and enforcement.

To assist in the coordination of their department's efforts with those of other state departments, with the federal government, and with concerned citizens groups.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and techniques of external equal opportunity work and the ability to apply this knowledge to the problems of realizing equal opportunity in a department's state and federal programs; a working knowledge of the causes and effects of discriminatory practices against women and minorities; a familiarity with federal and state laws as they relate to equal opportunity; a familiarity with the organizational structure of state government; the ability to devise programs designed to assure equal employment opportunities; the ability to maintain effective working relationships with contractors, officials, workers, and with women's and minority groups; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Education, Public Administration, Business Administration or a closely related field; or

Experience: Such as may have been gained through: employment in a responsible capacity in one of the following fields: counseling persons with problems concerning discrimination, personnel, contract compliance review, or a closely related field.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

Editorial Review: 3/15/03